
Administration Committee

June 2, 2005

Summary Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the Pierpont Inn and Racquet Club, Ventura, CA. The meeting was called to order by Richard Dixon, Chair, Lake Forest. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Clark, Margaret	City of Rosemead
Dixon, Richard (Chair)	City of Lake Forest
Garcia, Lee Ann	City of Grand Terrace
Mikels, Judy	City of Simi Valley
Nowatka, Paul	City of Torrance
Roberts, Ron	City of Temecula
Robertson, Deborah	City of Rialto
Washburn, Dennis	City of Calabasas
Young, Toni	City of Port Hueneme
Zerunyan, Frank	South Bay Cities COG

Members Not Present

Bowlen, Paul	City of Cerritos
Dispenza, Mike	City of Palmdale
Loveridge, Ronald	City of Riverside
McCarthy, Keith	City of Downey
O'Connor, Pam	City of Santa Monica
Pettis, Greg	City of Cathedral City
Tyler, Sid (Vice Chair)	City of Pasadena
Yousefian, Bob	City of Glendale

New Members

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1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Richard Dixon, Chair, Lake Forest, called the meeting to order at 9:10 a.m.

2.0 PUBLIC COMMENT PERIOD

None

3.0 CONSENT CALENDAR

3.1 Approval Item

3.1.1 Action Minutes of May 5, 2005

Motion by Washburn to approve Summary Minutes, Seconded by Young, then unanimously Approved by the Committee.

3.1.2 Contracts/Procurement Over \$250,000

- Aerial Information Systems
- Dell Inc.

3.1.3 Fulbright and Jaworski Contract

Motion by Mikels to approve Consent Calendar, Seconded by Clark, then unanimously Approved by the Committee.

3.2 Receive and File

3.2.1 Contracts/Purchase Orders \$5,000 to \$250,000

- Citigroup Technologies
- SBC
- Avaya Financial Services
- Quality Laser Cartridge

3.2.2 Monthly Financial Report

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4.0 ACTION ITEMS

- 4.1 WRCOG Request for Reimbursement of Indirect Cost
Deferred to July at the request of WRCOG.

- 4.2 Recommendation to Resolve Account Receivables and Funding Adjustments
Heather Copp requested that Committee authorize the write off of uncollected and disallowed costs. The write off will satisfy all but two pending accounts currently under appeal with MTA and Caltrans and will be carried over into next fiscal year.

Motion by Garcia to Approve, Seconded by Mikels, then unanimously Approved by the Committee.

4.3 Personnel Committee

- 4.3.1 Merit Pay PERS-ability for Lump Sum Payments
Debbie Dillon reported that the Personnel Committee recommends making lump sum payments that are part of the merit pay program subject to the CalPERS covered compensation. This will affect 20% of the workforce and does not increase the cost currently paid to CalPERS

Motion by Mikels to Approve, Seconded by Baldwin, then unanimously Approved by the Committee.

- 4.3.2 Retiree Medical Contribution Vesting
Debbie Dillon reported on a new Governmental Accounting Standards Board requirement that would necessitate SCAG to account for the costs associated with providing retiree medical benefits by determining the actuarial liability of the current retiree costs and the future liability of retiree costs each year. At this time, SCAG budgets the actual anticipated dollars toward each fiscal year's retiree medical premiums. In the interim, SCAG recommends vesting requirements for SCAG's contribution to CalPERS retiree medical benefits as follows: a) Active employees – grandfather employees under existing requirements of vesting in CalPERS; b) Prospective employees – ten years of full-time CalPERS covered SCAG service.

Motion by Young to Approve, Seconded by Mikels, then unanimously Approved by the Committee.

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4.3.3 Salary Range Adjustments

Debbie Dillon briefed the Committee on a salary survey conducted to maintain market competitiveness as outlined in the 2001 study. Recommended changes to salary ranges in the Administrative Job Family effective July 1, 2005 include:

- Executive Assistant to the Regional Council (+2.6% top of range)
- Operations Technician (+6.2% top of range)
- Sr. Administrative Assistant (+4.8% top of range)

Motion by Mikels to Approve, Seconded by Robertson, then unanimously Approved by the Committee.

4.4 Tribal Governments

This resolution (Resolution #05-464-1 through 16) moves forward the agreement between SCAG and the Tribal Governments. As part of the agreement SCAG will continue efforts to:

- Include the Tribal Governments in the transportation planning process
- Appoint Regional Council members to a Tribal Relations Task Force
- Develop and approve work programs to facilitate agreements with Tribal Governments

Motion by Washburn to Approve, Seconded by Robertson, then unanimously Approved by the Committee.

5.0 FUTURE AGENDA ITEMS

- WRCOG Request for Reimbursement of Indirect Cost
- DBE Goal Setting

6.0 LEGAL COUNSEL REPORT

- 6.1** Colin Lennard reported on the State Mandated Costs under SB90. As a result of the state commission on mandates denies SCAG reimbursement of RHNA costs. In the past, SCAG had always been reimbursed for its RHNA costs by the previous commission, State Board of Control. An appeal was made and the new commission, the decision was reviewed and determined that the COGs were not illegible for reimbursement of RHNA costs. It was recommended that SCAG file a writ of mandated with the proviso that the other COGs provide a fair share cost arrangement to support the litigation.

Motion by Mikels to Approve, Seconded by Robertson, then unanimously Approved by the Committee.

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7.0 ANNOUNCEMENTS

Heather Copp announced Lisa Taylor as new Secretary to the Administration Committee.

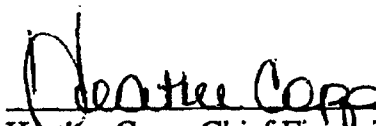
Charlie Wagner announced:

- SCAG received the annual Government Finance Officers Association award for the second year in a row.
- Approval of the ICAP audit and received a recommendation for removal from high risk

8.0 ADJOURNMENT

Hon. Richard Dixon adjourned meeting at 9:42a.m. The next meeting of the Administration Committee will be held at SCAG on Thursday, July 7, 2005.

Summary Minutes Approved by:



Heather Copp, Chief Financial Officer
Staff to the Administration Committee